PART 2006 - MANAGEMENT

Subpart V - Policies For Farmers Home Administration Software

§2006.1051 <u>General</u>.

    This Instruction establishes policies, responsibilities, and procedures
to ensure the use of the life cycle management process in software development
projects within Farmers Home Administration (FmHA). This Instruction is
mandated by Departmental Regulation 3220-3 (Software Management).

§2006.1052   <u>Scope</u>.

    This Instruction applies to all software installed on FmHA owned or
leased computers and FmHA software systems residing on United States
Department of Agriculture (USDA) computers. This includes:

    (a) <u>FmHA official software</u> . Software that is used by multiple program
    areas or States. Official software developed in accordance with RD
    Instruction 2006-T and other applicable FmHA and USDA guidelines and
    policies. Official software is listed in an unnumbered letter issued
    periodically by the Assistant Administrator for Information Systems
    Management (AAISM).

    (b) <u>State official software</u> . Software distributed by a State Director
    to those offices within his/her jurisdiction which complies with the
    requirements in this Instruction. A listing of this software shall be
    distributed by State Instruction.

    (c) <u>Locally developed software</u> . Software developed or used on FmHA's
    multifunction workstations by an individual user.

§2006.1053   <u>Policy</u>.

     Software developed, used, or procured by FmHA supports the delivery of
services to the public, control of financial resources, and management of
Agency operations. This software resides on varied hardware platforms at over
2000 locations. In this environment, it is the policy to provide software
that is effective, affordable, efficient, and manageable.

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(a) Only software purchased by FmHA or developed for use by FmHA shall be installed on FmHA owned or leased computer equipment. The unauthorized alteration of FmHA official software or State official software or the use or installation of illegal or unauthorized software may result in disciplinary action. FmHA does not condone the unauthorized copying and distribution of copyrighted software which is illegal and carries a fine up to $100,000.

(b) All major software and related information resource management projects must conform to the life cycle management (LCM) requirements as established by the AAISM.

(c) FmHA software and the associated data are valuable Agency assets that must be protected from fraud, waste, and mismanagement.

(d) The orderly, efficient implementation of FmHA programs is dependent upon timely, reliable software. Therefore, all phases of LCM activities shall be coordinated in conjunction with regulation and policy changes in accordance with pursuant sections of this Instruction.

(e) An individual user or an office that uses the FmHA computer to develop software should follow the general guidance provided by the Agency and USDA concerning file management, data storage, and security as well as applicable Federal and Agency standards.

(f) Locally developed software distributed to multiple sites within a State must adhere to Agency and other applicable Federal requirements for software development.

§2006.1054   <u>Definitions</u> .

<u>Life cycle management (LCM)</u> . The process of managing the development of a software system from the establishment of the need for a system to the end of its operational use.

<u>Software</u> . This term includes the systems software, applications software, user documentation, training materials, and related supplements that are needed to implement and maintain a system or application.

(1) Systems . This category includes the computer operating system and computer programs that execute directly under the computer's operating system. These include commercial, purchased software packages, such as word processing, spreadsheet, and database packages, as well as Agency-developed systems.

(2) Applications . Computer-based tools purchased or developed to operate with one or more software system packages. These include specific spreadsheets, spreadsheet templates, specific databases, database reports, and word processing style sheets.

User . Program or administrative area, group, or individual utilizing Automated Data Processing resources.

§2006.1055   Responsibilities .

(a) Assistant Administrator for Information Systems Management (AAISM). The AAISM is the Senior Information Resources Management Official for FmHA and in accordance with Departmental Regulation 3220-3 is responsible for:

(1) Developing information resources management policies and guidelines including software management policy;

(2) Ensuring the use of the LCM process in major software projects;

(3) Timely and effective coordination and consultation with FmHA senior managers on the development, implementation, maintenance, and support of FmHA systems and software;

(4) Managing the acquisition, development, and clearance of software that supports the administrative and programmatic activities of FmHA; and

(5) Designating personnel within FmHA's automation organization and approving personnel from other organizations to be responsible for the management of specific major software development projects.

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(b) <u>Users</u>. Users are an essential element in software development, implementation, and management. Users shall be involved in each phase of the LCM process. The extent of user responsibility in each LCM phase will vary with the complexity and scope of the project. AAISM, as part of his/her overall responsibility for software management, must assure full involvement of users in automation projects.

(c) <u>Managers</u>. Managers at all levels within FmHA are responsible for ensuring that official, current systems software and applications software are being used. National and Finance Office managers shall ensure that automated systems and associated software being developed for their areas of responsibility meet the established need and the functional requirements before implementation. In addition, all managers must ensure that system development project decisions are based on sound economic analysis of alternatives and follow LCM policy and guidelines.

§2006.1056 <u>Procedures</u>.

The Agency will adapt the methodology stated in Departmental Manual 3200-1 (Application Systems Life Cycle Management Handbook) and additional clarifying guidance provided by the AAISM to meet the specific needs for software development procedures.

§2006.1057 [Reserved]

§2006.1058 <u>References</u>.

RD Instruction 2006-T   Application Information System Support

RD Instruction 2006-Z   Information Systems Security

USDA   DM 3200-1   Application Systems Life Cycle Management Manual

USDA   DM 3200-2   A Project Manager's Guide to Application Systems Life Cycle Management

§§2006.1059 – 2006.1100 [Reserved]

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